

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFCESA/CEO  
139 Barnes Drive Suite 1  
Tyndall AFB FL 32403-5319

SUBJECT: Next Generation Civil Engineer Contractor Operated Supply Store (COCESS)  
Video Teleconferencing (VTC) Meeting, 13 Dec 00

1. **PURPOSE:** The meeting was conducted to receive a view on COCESS operations from AF/ILEXO, review the goals of the Integrated Process Team (IPT) (roles and responsibilities of key members), describe each of our material acquisition systems, discuss pros and cons of the current procurement methods, and set the COCESS Workshop and Industry Day Partnering Forum agenda.

2. **ATTENDEES:**

Lt Col Conner, AF/ILEXO  
Mr. Schwarz, AF/ILEXO  
Major Andersen, SAF/AQC  
Lt Col Hedley, HQ AFCESA/CEOM  
SMSgt Day, HQ AFCESA/CEOM  
Colonel Howell, HQ PACAF/CEO  
SMSgt McHugh, HQ PACAF/CEOO  
Mr Childers, HQ ACC/CEOO  
Col Griffith, HQ AFMC/CE  
Mr Welsh, HQ AFMC/CEPR  
Lt Col Kitch, HQ AFMC/CEPR  
Mrs. Sykes, TRW  
Mr. Munter, TRW  
Mr. Blanchard, TRW

There were other representatives from Pacific Air Forces, Air Combat Command, and Air Force Material Command staffs that also attended but roll was not taken. Several base representatives from each of these commands also took part in the discussion. Headquarters Air Mobility Command was not able to attend due to inclement weather but several of their bases did have representatives attend.

3. **DISCUSSION:**

a. SMSgt Day gave an overview of the briefing slides. He also introduced AF/ILEXO members to the other VTC attendees and provided a quick overview. He asked Lt Col Conner to provide a view from the top about COCESS and the purpose of the Base Civil Engineer Logistics

and Industry Day Partnering Forum. Lt Col Conner opened with stressing the importance of this effort in order to structure improved business practices for the future. Lt Col Conner also stated that he wanted to get updates on Prime Vendor, IMPAC, and SERVMART and to ensure that everyone in attendance understood the various procurement methods and tools being used.

b. SMSgt Day continued the briefing by listing each of the proposed key forum, key IPT, and Research IPT members. Lt Col Conner interjected that MGen Robbins, AF/ILE, would not chair the forum and that Col Byers, AF/ILEX, would take his place.

c. SMSgt Day discussed the background of COCESS. COCESS began in 1970 at Strategic Air Command as a method to streamline business practices. COCESS has supported the Base Civil Engineer by providing supplies at competitive prices within a reasonable period of time. There are 20 COCESS contracts in the Air Force today, 5 of them are in the J&A period.

d. Maj Andersen was introduced as the SAF/AQ attendee. He will be working with a team of AQC personnel to ensure that the language of the Statement of Work (SOW) and the Request for Proposal agree and are legally sufficient.

e. The goals of the IPT were to:

- (1) Review the draft COCESS SOW that is posted on the AFCESA website.
- (2) Review the Statement of Objectives (SOO) for SERVMART that was sent to the Research IPT members.
- (3) Review current methods of procurement and determine the pros and cons of these methods.
- (4) Recommend improvements for incorporation into a single SOW.

f. Lt Col Conner stressed the goal of coming up with the best SOW to present to Industry at the Forum on 24 Jan 01 at Dobbins Air Force Reserve Base. The Air Force should partner with Industry to develop this final SOW. This SOW will help bases by standardizing the material acquisition approach for those bases desiring to use COCESS. The goal is to have an Air Force SOW template that could be adjusted to each base's requirements. Flexibility is seen as an essential key to ensuring the best possible SOW is developed. AFCESA will gather all MAJCOM and base input and incorporate them into the draft SOW. HQ USAF/ILEXO will coordinate with the MAJCOM IPT to ensure that each MAJCOM's position is incorporated. AF/ILEXO will also ensure MAJCOMs understand correct implementation procedures for use of the SOW at each base. Major Andersen is having a lateral meeting on COCESS and is engaged to support the civil engineer community in its attempt to standardize the approach.

g. The pros and cons of each procurement methods were discussed. Several of the attendees provided input specific to a location and method. Lt Col Conner recommended that the discussion be centered on the common set of attributes of each method. As an example, Lt Col Conner asked attendees to discuss the requirements and merits for a supply store on base. Most attendees were in agreement that a store would be required. Some of the bases prefer to work directly with a vendor as opposed to having to go through contracting personnel to obtain support. Lt Col Conner asked these attendees to determine methods that allow for the base civil engineer to work directly with vendors. He wanted the bases to qualify reasons for not wanting

to work with contracting by explaining the procedures that the base used prior to direct vendor contact and why they felt the change was necessary.

h. Lt Col Conner suggested that a matrix listing the attributes of each procurement method and tool be developed to collect input on the pros and cons for each method. A draft matrix that summarizes these attributes discussed is shown at attachment 1.

i. AFMC was concerned about the standardized SOW. Where OMB Circular A-76 is being used, the SOW must be tailored to adhere to other contracts on the base. HQ AFMC expressed concern that bases be offered the opportunity to use the method or tool that is best suited to their operation. Lt Col Conner followed with the statement that he agreed that bases needed to have flexibility to use the tools best suited and that he did not see a reason for mandating use of COCESS in the Air Force.

j. It is generally recognized that all procurement methods drive manpower requirements of the civil engineer maintenance shops. The process starts at the point where parts are required and ends when craft workers have the required assets to complete the job. Some bases feel that there is a need for the procurement process to be changed. MSgt McMahon from Elmendorf AFB expressed concern for training and career progression of the people in the supply career field, he also emphasized effective use of personnel.

k. AFCESA (SMSgt Day) summarized the action items and tasks to be completed. Lt Col Hedley recommended that a standardized SOW review form be developed to help collect current COCESS contract feedback.

#### **4. ACTIONS ITEMS:**

a. AF/ILEXO was to provide a revised VTC briefing. AFCESA should provide VTC briefing slides in advance of future VTCs. The revised slides will be posted to the AFCESA web site.

b. AF/ILEXO asked IPT members to discuss the outcome of the VTC with Civil Engineer Squadron Commanders and Operations Flight Commanders. He also asked them to enlist the support of these commanders toward attendance at the upcoming forum. Names, titles, unit designation, and telephone numbers of attendees need to be provided to HQ AFCESA/CEOM, SMSgt Day, NLT 4 Jan 01.

c. AFCESA develop a standardized approach for submitting input/comments on draft SOW or SOO. These inputs are required prior to 4 Jan 01 and will be coupled for use along with pros and cons of different procurement tools/methods to develop the new generation SOW for COCESS (worksheet was forwarded to all IPT members via electronic mail on 22 Dec 00). A worksheet for providing suggested inputs is provided at attachment 2.

d. IPT members provide additional pros and cons on procurement tools/methods to HQ AFCESA/CEOM, SMSgt Day NLT 4 Jan 01. Inputs will be consolidated and presented at the next VTC.

e. Next VTC (2 hours) is now scheduled for 10 Jan 01 at 1430EST. Agenda and slides for this VTC will be sent to IPT members and posted to the AFCESA web site.

LANCE C. BRENDDEL, Colonel, USAF  
Director of Operations Support

Attachments:

1. Attributes Matrix
2. Worksheet for providing inputs for draft SOW/SOO

DISTRIBUTION: (listed on next page)

## **DISTRIBUTION LIST**

SAF/AQC

HQ USAF/ILEX/ILEXO

HQ ACC/CEO/CEOO

HQ AFMC/CE/CEPR

HQ AMC/CE

3 CES/CEOM

55 CES/CEOM

20 CES/CEOM

366 CES/CEOM

509 CES/CEOM

99 CES/CEOM

15 CES/CEOM

436 CES/CEOM

92 CES/CEOM

319 CES/CEOM

796 CES/CEOM

TRW Systems and Technology Group at Tyndall AFB

Material Acquisition  
PROCUREMENT METHODS  
Compare and Contrast

ATTRIBUTES	GOCESS	COCESS	PRIME VENDOR	SERVMART	IMPAC
Tasks	Orders, Stores, Receives, Issues Supplies/ Materials	Orders, Stores, Receives, Issues Supplies/ Materials	Receives, Issues Supplies/ Materials	Receives, Issues Supplies/ Materials	Receives
Type of Manpower	Government	Contractor	Government/ Contractor	Government/ Contractor	Government/ Contractor
Range of Govt Manpower	8 - 12	4 - 7	4 - 7	4 - 7	8 – 12
Pricing	Non-priced	Pre-priced	Pre-priced	Pre-priced	Non-priced
Mandatory Source of Supplies	No	Yes	No	No	No
Residue	Yes	Yes/Reduced	No	No	No
Emergency Delivery	Yes/Costly	Yes/Limited	Yes/Costly	Yes/Costly	Yes/Costly
Stocked Store	Yes	Yes	No	No	No
\$2500 Limit	Yes	Yes	No	No	No
Involvement by Shop Personnel	Very Involved	Least Involved	Less Involved	Less Involved	Very Involved
DLA Surcharge	No	No	Yes	No	No
Other Restrictions					
Researches Items	Government	Contractor	Government	Government	Government
Accounting Requirements	Consolidated Billing		Consolidated Billing	Consolidated Billing	
Warranties					
Just-in-time Acquisition					
Type of Contract	None	Cost Plus	BPA		
Cost Competition Required					
Just in Time Delivery	No	Depends	Yes	Yes	Maybe
E – Commerce	No	No	Yes	Yes	Yes
Reduced Warehouse Space	No	No	Yes	No	No

ATTRIBUTES	GOCESS	COCESS	PRIME VENDOR	SERVMART	IMPAC
Consolidated Billing	No	Yes	Yes	No	No
CEMAS Audit trail	Yes	Yes	Yes	No	Yes
Flexibility to Use other Tools	Yes	with right of first refusal	Yes	Yes	Yes
Includes Self Help Store	Yes	No	Yes	???	Yes
Surcharge Other than DLA	Yes	Yes	DLA program	Yes	No





# Instructions for Reviewing DRAFT COCESS SOW OR SERVMART SOO

Thank you for reviewing and providing comments/suggestions/revisions on this draft COCESS Statement of Work (SOW) or the SERVMART Statement of Objectives (SOO). Your suggested changes will be evaluated and considered when finalizing these documents.

1. Be specific.
2. Rewrite words, paragraphs, or appendices/attachments if you deem necessary.
3. Attach rewritten or reworked paragraphs, pages, and/or appendices.

However, Comments/Suggestions will not be evaluated and/or accepted without a completed worksheet. Your cooperation is greatly appreciated.

Action	Due Date
Review SOW and/or SOO <ul style="list-style-type: none"><li>• Download and Print SOW and/or SOO</li></ul>	ASAP
Complete Worksheet per instructions*	15-29 Dec 00
<b>Send completed Worksheet to the e-mail address as directed.</b>	<b>2 Jan 01 COB</b>
Send completed worksheet with recommendation to SMSgt Day by NLT	4 Jan 01

## \*Instructions for Completing Worksheet

**Reviewer:** Name of Reviewer

**Date:** Completion Date

**Office Symbol:** Name of Location and Office Symbol

**Discipline:** Job Title or Career Field (i.e., Contracting, Civil Engineer, Logistics, etc.)

**Title:** Fill in SOW or SOO.

**Reference:** List page number, paragraph number, or line in paragraph if appropriate, etc. for suggested changes/revisions.

**Comment:** Provide specific comments and suggested rewrite of referenced area.

Attached rewritten material, if appropriate.

**Action:** For AF/ILEX and AFCESA use only.

STATUS	NEXT GENERATION COCESS CONTRACT			
	TITLE: WORKSHEET			
DRAFT	REVIEWER		[Draft SOW or SOO]	DATE
	OFFICE SYMBOL			C-CONCUR D-NOT CONC. E-EXCEPTION X-DELETE
	DISCIPLINE			
REFERENCE	NO.	COMMENT		ACTION
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STATUS	NEXT GENERATION COCESS CONTRACT		
	TITLE: WORKSHEET		
DRAFT	REVIEWER	[Draft SOW or SOO]	DATE
	OFFICE SYMBOL		C-CONCUR D-NOT CONC. E-EXCEPTION X-DELETE
	DISCIPLINE		
REFERENCE	NO.	COMMENT	ACTION
	37		
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